

# NOTICE OF APPEARANCE AND REQUEST FOR NOTICE

Revised 2/24/09

The **Notice of Appearance and Request for Notice** event has been modified to allow the users to enter the name and address of the attorney or creditor that should be used for noticing before accepting the docket text.

## Docketing Procedure

- Click the **Bankruptcy** hypertext link in CM/ECF Main Menu
- Click the **Other** hypertext link
- Enter the Case Number - Click Next
- Available Event(s) Screen - select **Notice of Appearance and Request for Notice**
- Select the **INDIVIDUAL** attorney's name (**DO NOT SELECT THE FIRM**) if the attorney is not a party in the case: **Add/Create New Attorney** - Click Next
- Search Party Screen: **Insert Creditor Name** - If creditor **appears** delete address, change party **default** role: **Creditor**
- If the party **does not** appear **Add/Create New Party** - Click Next
- Party Information Screen: **Do Not Add Creditor(s) Address** - change party **default** role: **Creditor**
- Attorney association screen: **attorney/party associations do not exist** - Check the association to be created - Click Next
- Attach pdf file - Click **Ok**
- Assign a document number - **"Yes"** - Click Next
- **Display Message** - *On the next screen, enter the name of the creditor, the law firm or company name and the complete address as they appear on the Notice of Appearance. DO NOT BYPASS THE NEXT SCREEN.*
- **Creditor type** drop down box: Defaults to **Notice of Appearance** - Click Next
- Final editing screen displays. This is the last opportunity to make any changes to the docket text.

**Example of the Docket Text:**

**Notice of Appearance and Request for Notice Filed by Jay Jones on behalf of Betty Morrison.**

**Procedure for Querying Notice of Appearances file on a case:**

To run a query to get a list of Notice of Appearance type creditors requires a PACER log in and password. Users must already be registered with the Public Access to Electronic Records (PACER) program.

- Click on **Query - Enter Case Number**
- Click on **Run Query**
- Click on **Creditor**
- Creditor Selection screen displays - Creditor type click **Notice of Appearance**
- Click - **Run Query**
- A screen will display with the name of the creditor (s) and the representing attorney(s) with a (ntcapr) adjacent to the name.